

Oxfam in Bangladesh
Terms of References (ToR)
On
Beneficiary Data entry for REECALL 2021 Project

1. BACKGROUND

Oxfam has been implementing “Resilience through Economic Empowerment, Climate Adaptation, Leadership and Learning (REECALL 2021)” project in the disaster-prone Char, Haor, and Coastal areas through 13 national partner NGO’s in 13th districts. The project aim is “**By 2021 vulnerable women, men and institutions are more resilient to social, economic and climatic shock and stress**”. Total Beneficiaries of REECALL 2021 project is 75000 (±) across respective 13 implementing partners in 13 districts. With aims to tracking as well as to assess activities of respective beneficiaries, Oxfam is collecting household data of the targeted beneficiaries. For management of these household data, Oxfam is going to hire data entry consultant.

2. Objective:

The purpose of data entry is to create a database for REECALL 2021 project beneficiaries to tracking as well as to assess their activities.

3. Methodological Approach:

A total sample size of questionnaires is 75000 (±) and questionnaire consists of 40 variables. Data set would be designed and entry by Microsoft Access or FoxPro and it would be transferred into Microsoft Excel for cleaning and Analysis.

4. Expected deliverables and timeframe from consultant

- An inception report (How the consultant will implement the work) including methodology, data entry plan, and time table shall be submitted within two (02) days after the signature of the contract for review and approval by Oxfam.
- Consultant shall submit designed data set within one (01) days after approval inception report for review and approval by Oxfam.
- Consultant shall submit Microsoft Excel sheet of entered and cleaned data for review by Oxfam within fifteen (15) days.
- Oxfam will provide written comments and feedback on database within 3 working days after submission of database
- Final database should be submitted within two (2) working days after receiving comments from Oxfam

5. Consultancy duration

The entire period of this consultancy will be for 20 days starting in the 26 May 2019

Activity	Indicative Time frame
Inception report	02 days
Designed data set	1 days
Data entry and cleaning as well as Data transferred into Microsoft Excel	15 days
Feedback incorporation and finalization database	02 days
Total	20 days

6. Guideline of proposal submission

Technical proposal should comprise with the following sections and given page limit.

Topic	Maximum Page Limit
Technical Proposal	
Cover Page	01 Page
Understanding of the work- Background, Objectives. (Not just copy and paste from the ToR)	½ Page
Proposed Methodology of data management	1 Page
Experience in leading similar work (Provide at least 2 examples of similar work, agency and time of conduction) with 02 references	01 page
Work Schedule	01 page
Team composition along with its rationale (CV in annexes)	02 pages
Any other relevant information (if required only)	01 page
Financial Proposal	
<ul style="list-style-type: none">▪ Detailed Budget▪ Budget rate will be fixed up per questionnaire▪ Budget will be segregated 15% VAT and 10% Tax (please calculate the total budget with VAT and Tax)▪ Total amount	

7. Qualifications

The Consultant should have at least the following qualification:

- The applicant must be an individual or an institution holding necessary legal status to work in Bangladesh;
- Bachelor degree or equivalent fields having at least 7 years' experience on data management
- Strong technical background on data management;
- Consultant must have sufficient computers and resources for data entry

8. How to apply

The individual/ firm must submit the following documents along with Technical & Financial Proposal (including VAT and TAX) separately:

A. For Consultancy Firm

- Maximum 2-page Firm profile highlighting related assignment completed with client name, contract person and contact number
- Lead Consultant's (who will lead the assignment) Maximum 2-page CV highlighting related assignment completed, role in the completed assignment
- Other Team members (who will be involved in the assignment) one paragraph short CV highlighting related assignment completed and role
- Firm's Certificate, TIN and VAT registration

B. For Individual Consultant

- Maximum 2-page profile highlighting related assignment completed with client name, contract person and contact number along with detailed CV
- TIN certificate and any other relevant document (if necessary)